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Mathew Gordon
Hiring Manager
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Dear Mr Gordon

I am writing to express my interest in the Solicitors position listed on www.dayjob.com.

Since 2008, I have served as a solicitor for Acton Lawyers, where I have been repeatedly recognized for my legal services, competency in looking after a client's interests and my professional conduct. I am responsible for private client work including; conveyancing, probates and wills, and also regularly assist with promotion and marketing activities. All of this experience has provided me with the opportunity to witness and understand the critical role that solicitors play in ensuring justice for all parties in need of representation.

I possess excellent verbal and written communication skills and a pleasant, assertive manner. Good at problem solving skills, I am able to handle a high workload, am results orientated with a good commercial acumen. My skills along with a strong sense of professional integrity have contributed significantly to my past achievements. Over time I have learned to be both efficient and diplomatic and can handle a number of different tasks at the same.

As an ambitious and capable individual I firmly believe that my expertise in almost every corner of the legal profession would add significant value to a company as supportive of innovative solutions and the justice system as yours is.

I would appreciate the opportunity to join an esteemed and reputable legal firm such as yours. Once you have had an opportunity to review my attached resume, please contact me if you have any questions or to arrange an interview. I look forward to speaking with you in the near future.

Yours sincerely

Mark Morrison
LLB (Hons)

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